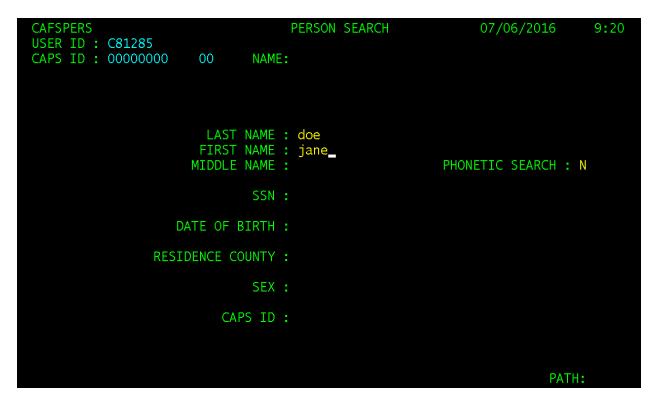# PERS - Person Search

This screen is used to enter search criteria when looking for a specific person in the system.

```
CAFSPERS                        PERSON SEARCH            07/06/2016      9:20
USER ID : C81285
CAPS ID : 00000000    00      NAME:




                   LAST NAME : doe
                  FIRST NAME : jane_
                 MIDDLE NAME :                    PHONETIC SEARCH : N

                         SSN :

               DATE OF BIRTH :

            RESIDENCE COUNTY :

                         SEX :

                     CAPS ID :




                                                              PATH:
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID
This field will display the CAPS ID of the person you last accessed in the system. If the PERS (Person Search) screen is being accessed for the first time, this field will display zeroes.

NAME
This field will display the name of the person whose ID is displayed in the CAPS ID field. If the CAPS ID field displays zeroes, this field will be blank.

LAST NAME
Enter the last name (or partial last name) of the person you want to search for in the system.

FIRST NAME
Enter the first name (or partial first name) of the person you want to search for in the system.

MIDDLE NAME

Enter the middle name (or partial middle name) of the person you want to search for in the system.

SSN
Enter the social security number of the person you want to search for in the system.

DATE OF BIRTH
Enter the date of birth of the person you want to search for in the system.

RESIDENCE COUNTY (F12)
Enter the county of residence of the person you want to search for in the system.

SEX
Enter the sex code (M = male; F = female) of the person you want to search for in the system.

CAPS ID
Enter the CAPS ID of the person you want to search for in the system.

PHONETIC SEARCH
This field will default to "N" (no). Enter a "Y" if you wish to perform a phonetic search, instead of an alphabetic search. This is helpful for names that can be spelled or formatted multiple ways.

Additional Information

A person search can be generated with as little as the first character of the last name. It is strongly encouraged to search with more information than that but this is helpful for names that can be spelled multiple ways.

"Less is more" – you want to enter enough search criteria to make it a valid search, but you do not want to enter so much search criteria that it severely restricts the system in finding a match. For example, enter NAME and DOB or SSN and SEX, but don't enter every piece of search criteria at once.

SSN, DATE OF BIRTH and RESIDENCE COUNTY must also be entered with either LAST NAME or SSN.

Performing a phonetic search will result in a larger list of names to choose from on the PERL (Person List) screen. This is because you are getting names that "sound" like what you have entered, not just names that are "spelled" like what you have entered.